

NOTICE OF JOB ANNOUNCEMENT

CITY OF STEPHENVILLE

POSTING DATE: May 18, 2016 **DEPARTMENT:** Police Department

JOB TITLE/CODE: **PART-TIME RECORDS CLERK**

STARTING SALARY: \$9.50 per hour

BRIEF DESCRIPTION AND QUALIFICATIONS:

The **City of Stephenville Police Department** is currently accepting applications for the position of **Part-Time Records Clerk** for the Police Department. Applicants should expect to work approximately 25-28 hours a week, must be 18 yrs. or older, and have a working knowledge of computer data entry with typing skills of at least 45 wpm. Excellent communication skills, working knowledge of Microsoft Office and strict confidentiality required. Applicants will be required to pass a background investigation and polygraph due to security concerns.

Essential job Functions:

1. Prepare and maintain accurate records of information in the department's database.
2. Perform administrative duties as needed or requested.
3. Process open records requests and work closely with the public.
4. Enter and maintain case files.

Minimum Education & Work Experience:

- High School Diploma or G.E.D. equivalent

CLOSING DATE: Open Until Filled

CONTACT: Applications are available at City Hall, 298 W. Washington, Stephenville, TX 76401, or on-line at www.stephenvilletx.gov or www.stephenvillepolice.org. Applications will be also be accepted at City Hall located at 298 W. Washington St. until position is filled.